Squadron Section Commander

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What is a Section Commander Overview

- G-Series Orders and what they mean
- The CCQ and the 1st Shirt
- Duty Status Reporting
- Leave Program
- EPR/OPR/Awards/Decs
- Personal Information Files
- Weight and Body Fat Management Program
- Unfavorable Information File
- Control Rosters
- Articles 15
- Discharges
- Career Development Course

What is a Section Commander (CCQ)

- Assigned to Squadrons of 250 or more
- Typically a Personnel Officer (36P)
- Typically a lieutenant or captain
- Must be on G-Series orders
- Have autonomy in their decision making
- Run the Commander's Support Staffs (CSS)
- Work closely with the 1st Sergeant
- Have a roll in all personnel programs

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G-Series Orders

- Document delegating authority to person specified on the order
- Approved through MPF/CC and JA
- Allow authority for Unfavorable Information Files, Arts 15, Discharges…
- Make a Commander, a Commander…

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The CCQ and the 1st Shirt

- Should be an inseparable team
- Both work for the Sq/CC
- First shirt should be Flight/CCs first POC for issues requiring command attention

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Duty Status Reporting

- Let’s the Air Force know where you are, when you got there, and how long you were there
- TDYs must be updated for tracking purposes
- Tells the Air Force current Ops tempo

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Leave Program

- Certain types of leave must have a Commander's signature
  - Excess/Advance
  - Leave to Overseas
  - Emergency (can also be 1st Shirt)

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EPR/OPR/Awards/Decs

- CCQ/CSS have primary responsibility for tracking
- CC Q typically signs as CC on TSgt and below

Personal Information File (PIF)

- Holds information on members during their tenure in the squadron
- Not a disciplinary measure—everybody has one
- Disciplinary actions should be filed here first
- Is destroyed 90 days after departure from the squadron

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Weight and Body Fat Management (WBFMP) Program

- Commander's program…
- Enrollment in the program has serious long term effects…
- Three phases
  - 3-month Exercise and Dietary
  - Phase I
  - Phase II

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Weight and Body Fat Management (WBFMP) Program

- 3-Month Exercise and dietary
  - Line number on withhold status
  - Cannot reenlist
- Phase I (satisfactory)
  - Line number on withhold status
  - Cannot reenlist for assignment
- Phase I (Unsat)
  - Lose line number
  - Cannot reenlist
  - Can’t get promoted
  - Can’t test

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Weight and Body Fat Management (WBFMP) Program

- Administrative action for failure in the program
- Typically members are given four chances
- Administrative action is on four levels
  - LOC
  - LOR
  - LOR/UIF
  - Discharge
- After fourth failure, SQ/CC must make a recommendation to the installation/CC whether to retain or discharge

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Unfavorable Information File (UIF)

- Administrative action
- Must be on G-series orders to administer
- Different from a PIF
  - Entered into the system, can affect assignments
- Updated each time new information is entered
- Mandatory for officers with LOR's and above and for enlisted - suspended punishments, Control Rosters…

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Control Rosters

- Administrative Action
- Must be on G-Series orders to administer
- Lasts for 6 months unless extended by the CC
- Career Effects
  - Loss of line number
  - Ineligible to test
  - Ineligible to reenlist/extend
  - Can affect assignments (oversees)

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Articles 15

- Administrative Action
- Must be on G-series orders to administer
- Available punishments vary depending on rank of offender and rank of commander
- Punishment in Lieu of court martial

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Discharges

- Administrative Action
- Must be on G-series orders to RECOMMEND
- Special Court Martial Authority (SPCM) has the final decision
- Certain members will be board entitled certain members will get a rapid discharge

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Career Development Course (CDCs)

- Means for training our new airmen
- Mandatory for all airmen to pass in order to earn their skill levels
- Only allowed to fail twice
- After second failure, most are discharged
- Other options
  - Retrain
  - Volume Waiver

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Bottom Line

- Command doesn’t (or shouldn’t) go on witch hunts
- Command relies on the Flight/CCs recommendations
- Section Commander is a valuable tool
- Usually knows the pulse of the squadron and what actions the Sq/CC might take
- Should be a Flight/CCs best friend

Questions

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